

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4809; DSN 853-4809
WEBSITE: www.azguard.gov/hro**

**EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 07-298T OPENING DATE: 19 JUL 2007 CLOSING DATE: 21 AUG 2007

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

PRODUCTION CONTROLLER, GS-1152-07/09, TC70700000

APPOINTMENT FACTORS: OFFICER () WARRANT OFFICER () ENLISTED (X) Enlisted E1- E8

SALARY RANGE: GS-07: \$17.22 – \$23.38 PH

SUPERVISORY () MANAGERIAL ()

GS-09: \$21.06 – \$27.38 PH

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

FIELD MAINTENANCE SHOP #3, (FMS #3), MARANA, ARIZONA

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a member of the Arizona (Army) National Guard (any unit supported by SMA) and be able to qualify for the following AFSC/MOS/AOC/BRANCH: 91, 94, 920A, 63, 94, 92A , 88M KNOWN PROMOTION POTENTIAL: NONE
Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current enlisted members of the Arizona Army National Guard and those eligible for membership in the rank of E1 through E8.** Individual selected will

receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: Applicants who applied under Announcement #07-110T will have their applications forwarded and need not reapply.

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Human Resources Office is the office that will officially approve the selection for a job offer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Practical knowledge of production control procedures and operations sufficient to collect, compile, correlate, and maintain production data.
2. Comprehensive knowledge of supply procedures, maintenance operations and equipment reporting, policies, regulations, and procedures governing operations to program workload, shop space, and available personnel on a short and long-term basis.
3. Comprehensive knowledge of production control, maintenance and supply procedures, management systems, policies, regulations and procedures governing production operations to carry out work.
4. Practical knowledge of CL IX operations, procedures, and procurement processes to include IMAP funding and execution processes. Ability to effectively budget CL IX funds for each supported unit to maximize equipment readiness.
5. Knowledge of various types of equipment and capabilities which general purpose machine repairs and special grades shops are capable of performing.
6. General knowledge of equipment, such as, combat vehicles, armored personnel carriers, towed and self propelled artillery, engineer and power generating equipment, tactical vehicles, etc., to correct and analyze a variety of routine production data and processes, prepare production schedules, prepare reporting data, etc.
7. Knowledge of current automation support programs to input data, provide status of equipment, monitor job order status, monitor work priorities, requisition repair parts, track repair parts status, etc.
8. Working knowledge of unit readiness, equipment-reporting requirements, reportable systems management as prescribed by the current regulation. Ability to use current automation programs to produce readiness reports with a high degree of accuracy.

SPECIALIZED EXPERIENCE: Must have GS-07: 12 months, GS-09: 18 months experience in performing functions such as inspections, installation, maintenance, or repair of complex systems such as ground communications equipment, ground radio, base wire systems, communications equipment in telephone and teletype communications centers or complex ground radar equipment.

BRIEF JOB DESCRIPTION: This position is located at the Field Maintenance Shop #3, (FMS #3), in Marana, Arizona. The purpose of this position is to perform maintenance production management, to achieve or maintain desired production levels, to serve as an equipment readiness expert for units supported by the facility, and to provide technical guidance and oversight to a lower-graded Production Controller. Establishes plans and schedules for maintenance and repair, using multiple process production methods and procedures for a variety of vehicles and equipment such as combat vehicles, heavy-duty engineering and mobile equipment, tracked vehicles, towed and self-propelled artillery, communications and electronic equipment, guided missile systems, and small arms.) Ensures Modified Table of Organization and Equipment (MTO&E) or Table of Distribution and Allowances (TDA) reportable Line Item Numbers (LIN) are properly managed, reported and accounted for with respect to readiness reports, property accountability reports, and system management. Programs workload, shop space, and available personnel on a short and long-term basis. Conducts initial and long range planning on matters which include multiple process production, maintenance operations, equipment readiness, including mechanical skills, availability of test and diagnostic equipment, repair parts, annual training requirements, mobilization requirements; and other factors influencing the repair, modification, and maintenance of equipment and readiness reporting. Designates and maintains current maintenance priorities by Force Activity Designator, pacing items, Equipment Readiness Codes (ERC) A, B, and C equipment type, available funds, commander's priority, state/national priorities (in the case of floods, fires, and mobilizations), and unit supported. Provides technical guidance and oversight to a lower-graded Production Controller. May provide guidance and oversight of mechanics, Tools and Parts Attendants, or other positions assisting in the maintenance production or maintenance management processes. Ensures necessary maintenance workers are available and that required reports are submitted to units and higher headquarters in a timely manner. Performs other duties as assigned

SELECTING SUPERVISOR: MSG JESSE PEREZ